Multilingual Learner Attendance Committee

CSLX COMMUNITY SCHOOLS LEARNING EXCHANGE

Objective: Annual planning
Time: 7:00 pm - 8:00 pm
Date: August 15, 2026
Location / Link: *Hybrid* - District conference room [Zoom link]

Facilitators & Attendees

Name	Title/Team	Contributing role
Sandra Castro	Parent representative	Facilitator
Alicia Bergel	ML instructional support coach	Moderator
Tanya Porter	Principal representative	Note taker
Janeth Perez	ML department	Follow up

Attendees: Sandra Castro, Alicia Bergel, Tanya Porter, Janeth Perez

Time	Topic	Owner	Notes
10 min	Welcome, objective, and agenda review	[Facilitator]	
5 min	Review action items from last meeting	[Note Taker]	
20 min	Review last year's goals, predictions, and actual results	[Facilitator]	
10 min	Discuss new goals	[Moderator]	
5 min	Recap action items and owners, establish next meeting	[Follow Up]	

Action Items

Action	Owner	Due Date	Status
[Action item]	[Name]	[Date]	Not started
[Action item]	[Name]	[Date]	Not started

Group Title - Describe the group and purpose as clearly as possible.

If possible, determine a topic or focal area of the meeting. Objectives may include products from the meeting [e.g. align on goals for this year], decision making processes [e.g. decide whether instructional coaching needs more support next year].

Circulating your agenda in advance with these details filled in will give participants an idea of how to prepare and how they can expect to participate.

Identify the teams and staff involved to ensure that the right people are involved in the meeting.

These roles can stay static or rotate. The roles listed here are just a few options, but you can add or amend the roles to your team's needs. In this case, a facilitator moves the team through the agenda, a moderator would guide discussion by prompting follow up and keeping time on the agenda, Note taker would document discussion, action items, and decision points, and the Follow up would be designated as a role for recapping the meeting for all who were and were not present.

The meeting may have more attendees that you have roles, and that's OK. However, for the purpose of problem solving, we recommend a maximum of six people to ensure clarity in the collaboration.

Everyone who has a role should be assigned a section in the meeting.

Action items should be listed out with an owner and a due date, if one has been set by the owner. This supports accountability, but ensures that the owner of the work is able to set reasonable expectations. If your team is managing large or multi-step action items, a status bar may be included for an added progress indicator.

Materials for Reference

Here, you may link related documents, or any documentation of work (e.g., flier drafts, attendance sheets, or event photos).

- [Link to doc, deck, or dashboard]
- [Link to relevant data or report]

Decisions Needed

The decisions that need to be made should be listed out and identified with an owner. It is possible the decision involves someone not present in the meeting, in which case the plan should outline what actions the owner will take to move the decision making process forward.

- [Decision to be made] — Owner: [Name] — Due: [Date]
  - Plan:
- [Decision to be made] — Owner: [Name] — Due: [Date]
  - Plan:

Parking Lot

Use this space to save issues or topics raised that are out of scope for this meeting but should be addressed later.

- [Topic] — [Suggested owner / forum]